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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Budget Planning Committee

Date: Tuesday 7 March 2023

Time: 6.30 pm

Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

**Councillor Patrick Clarke
(Chairman)**

Councillor Hugo Brown

Councillor John Donaldson

Councillor David Hingley

Councillor Angus Patrick

Councillor Fraser Webster

Councillor Douglas Webb (Vice-Chairman)

Councillor Phil Chapman

Councillor Donna Ford

Councillor Matt Hodgson

Councillor Chris Pruden

Councillor Sean Woodcock

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting held on 17 January 2023.

4. Chairman's Announcements

To receive communications from the Chairman.

5. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

6. **Monthly Finance Performance Report** (Pages 9 - 34)

Report of the Assistant Director of Finance (Section 151 Officer)

Purpose of report

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn for 2022/2023 as at 31 December 2022 to give the Committee the opportunity to consider the finance aspects of the report.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of this report.

7. **Review of Committee Work Plan**

To review the Committee Work Plan.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Matt Swinford, Democratic and Elections Team democracy@cherwell-dc.gov.uk, 01295 221534

Yvonne Rees
Chief Executive

Published on Monday 27 February 2023

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 17 January 2023 at 6.30 pm

Present:

Councillor Patrick Clarke (Chairman)
Councillor Douglas Webb (Vice-Chairman)
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Donna Ford
Councillor Matt Hodgson
Councillor Angus Patrick
Councillor Chris Pruden
Councillor Sean Woodcock

Committee Members Present Virtually (no voting rights):

Councillor Fraser Webster

Apologies for absence:

Councillor John Donaldson
Councillor David Hingley

Also Present:

Councillor Adam Nell, Portfolio Holder for Finance

Officers:

Michael Furness, Assistant Director Finance & S151 Officer
Joanne Kaye, Strategic Finance Business Partner
Emma Faulkner, Principal Officer - Scrutiny and Democratic Lead
Matt Swinford, Democratic and Elections Officer

23 **Declarations of Interest**

There were no declarations of interest.

24 **Minutes**

The Minutes of the meeting held on 6 December 2022 were agreed as a correct record and signed by the Chairman.

25 **Chairman's Announcements**

There were no Chairman's announcements.

26 **Urgent Business**

There were no items of urgent business.

27 **Capital and Investment Strategy 2023-24**

The Assistant Director of Finance and Section 151 Officer submitted a report for the Committee to consider the draft Capital and Investment Strategy for 2023/24.

The Strategic Finance Business Partner advised the Committee that following queries raised after publication of the agenda, revisions had been proposed to section B8 (Investment Indicators) of the Investment Strategy to provide clarity.

Resolved

- (1) That the draft Capital and Investment Strategy for 2023-24 be recommended to Executive to endorse and recommend to Council for adoption.

28 **Reserve Strategy and Medium Term Reserves Plan 2023/24**

The Committee considered a report from the Assistant Director of Finance and Section 151 Officer that gave an update on the Review of Reserves that had taken place in preparation of the budget for 2023/24 and the Medium-Term Financial Strategy (MTFS) 2023/24 – 2027/28.

The Strategic Finance Business Partner advised the Committee that the table detailing the overview of reserves in the covering report would be amended prior to submission to Executive, as the Revenue Grants figures relating to cashflow had been double counted in the summary table.

Following questions from the Committee regarding the use of money received from Section 106 agreements for planning applications and flexibility of timescales for the work, the Assistant Director of Finance advised that he was not aware of any Section 106 funding being handed back to a developer because it had not been used in time.

In response to Members' questions regarding revenue grants listed for Bicester Garden Town and Bicester Village roundabout, the Assistant Director of Finance advised that a specific funding grant had been received for Bicester Garden Town. The Assistant Director of Finance undertook to circulate further information to the Committee on the reserve listed for Bicester Village Roundabout.

Resolved

- (1) That the outcome of the review of reserves and the forecast over the Medium Term Financial Strategy period be noted
- (2) That, having given due consideration, Executive be advised that the Budget Planning Committee supports the draft reserve allocations.

29

Review of Committee Work Plan

The Assistant Director of Finance gave a verbal update on the Budget Planning Committee Work Plan.

The Assistant Director of Finance advised that at the next Committee meeting, the Council's Quarter 3 finance monitoring report would be the substantive item on the agenda.

Resolved

- (1) That the verbal update on the Committee Work Plan be noted.

The meeting ended at 6.44 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

7 March 2023

Monthly Finance Performance Report

Report of the Assistant Director of Finance (Section 151 Officer)

This report is public

Purpose of report

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn for 2022/2023 as at 31 December 2022 to give the Committee the opportunity to consider the finance aspects of the report.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the contents of this report.

2.0 Introduction

- 2.1 CDC monitors its financial position on a monthly basis. This report provides the forecast outturn position for the year end based on the position as at 31 December 2022.

Revenue Budget

- 2.2 CDC's revenue financial position for December 2022 forecasts an overspend for the year of £0.141m. This is made up of £0.733m savings non-delivery and business as usual underspends of (£0.592m).

Capital Budget

- 2.4 The capital budget for 2022/23 is £25.102m. Forecast spend for the year is £16.065m, and £7.555m is to be reprofiled into future years. There is an overall forecast reduction in the spend on capital schemes of £1.481m.
- 2.5 The total capital budget across multiple years is £34.381m. Spend on the total budget is forecast at £32.883m

3.0 Report Details

3.1 The council's forecast position for 2022/2023 has improved since November by (£0.156m) and it is now predicting an overspend of £0.141m as shown in Table 1 below. This is as a result of continued work within departments to find solutions to reduce the councils predicted overspend.

Report Details

Table 1: Forecast Year End Position

Service	Original Budget £m	Current Budget £m	December Forecast £m	December Variance (Under) / Over £m	% Variance to current budget %	November Variance (Under) / Over £m	Change since Previous (better) / worse £m
HR & OD	0.822	0.852	0.852	0.000	0.0%	0.000	0.000
Wellbeing & Housing	3.339	4.27	4.430	0.160	3.7%	0.160	0.000
Customer Focus	1.606	1.848	2.008	0.160	8.7%	0.160	0.000
Chief Executive	5.767	6.970	7.290	0.320	4.6%	0.320	0.000
Finance	2.850	3.210	3.296	0.086	2.7%	0.086	0.000
Legal & Democratic	1.709	1.884	2.008	0.124	6.6%	0.110	0.014
ICT	1.235	1.251	1.415	0.164	13.1%	0.214	(0.050)
Property	(3.196)	(1.173)	(1.266)	(0.093)	7.9%	(0.159)	0.066
Resources	2.598	5.172	5.453	0.281	5.4%	0.251	0.030
Planning & Development	1.752	2.137	1.652	(0.485)	-22.7%	(0.345)	(0.140)
Growth & Economy	0.336	1.154	1.144	(0.010)	-0.9%	(0.010)	0.000
Environmental	4.057	4.647	5.407	0.760	16.3%	0.732	0.028
Regulatory	1.112	1.278	1.278	0.000	0.0%	0.020	(0.020)
Communities	7.257	9.216	9.481	0.265	2.9%	0.397	(0.132)
Subtotal for Directorates	15.622	21.358	22.224	0.866	4.1%	0.968	(0.102)
Executive Matters	4.316	0.034	(0.359)	(0.393)	-1155.9%	(0.339)	(0.054)
Policy Contingency	3.554	2.100	1.768	(0.332)	-15.8%	(0.332)	0.000
Total	23.492	23.492	23.633	0.141	0.6%	(0.671)	(0.054)

FUNDING	(23.492)	(23.492)	(23.492)	0.000	0.0%	0.000	0.000
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(Surplus)/Deficit	0.000	0.000	0.141	0.141
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0.297	(0.156)
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Note: A positive variance is an overspend or a reduction in predicted income and a negative is an underspend or extra income received. Green represents an underspend and red represents a overspend for the current month's forecast.

Table 2: Analysis of Forecast Variance – December 2022

Breakdown of current month forecast	Forecast Variance	Forecast Base Budget Over/ (Under)	Savings Non-Delivery
	£m	£m	£m
Chief Executive	0.320	0.129	0.191
Resources	0.281	0.056	0.225
Communities	0.265	(0.052)	0.317
Subtotal Directorates	0.866	0.133	0.733
Executive Matters	(0.393)	(0.393)	0.000
Policy Contingency	(0.332)	(0.332)	0.000
Total	0.141	(0.592)	0.733
FUNDING	0.000	0.000	0.000
(Surplus)/Deficit	0.141	(0.592)	0.733

Table 3 – Budget compared with Forecast

The graph below shows the Forecast for December and November compared to budget for the financial year.

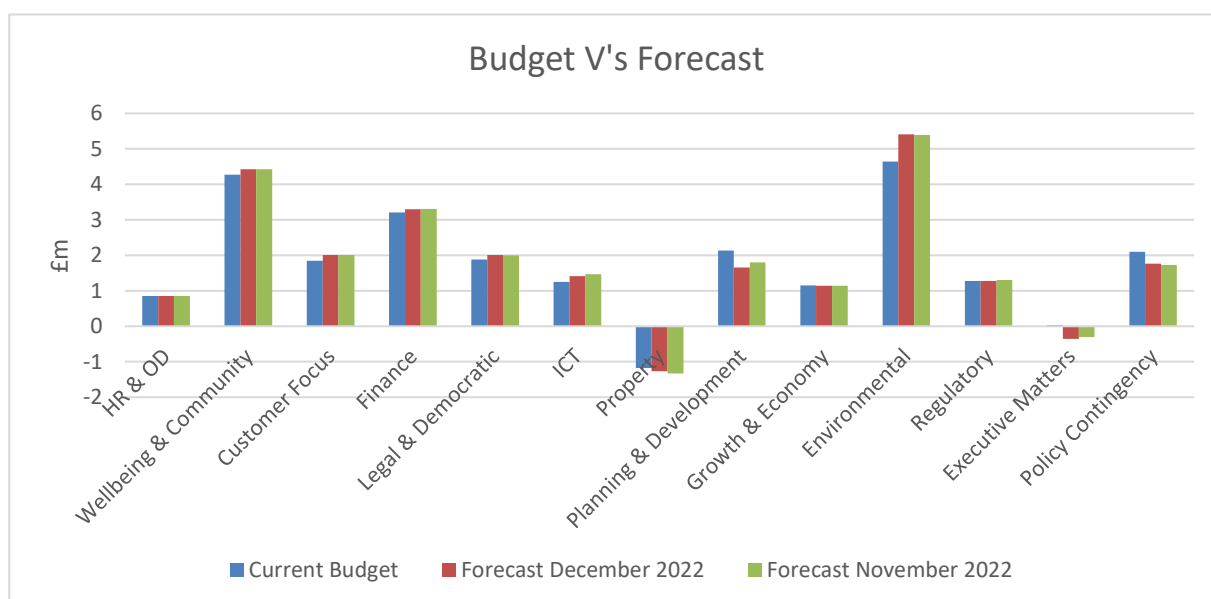


Table 4: Top Five Major Variances:

Portfolio	Current Budget	Variance	% Variance
Car Parks	(0.950)	0.332	-34.9%
Waste & Recycling	2.933	0.459	15.6%
Leisure	0.160	0.209	130.6%
Interest	(2.375)	(0.393)	16.5%
Development Management	0.268	(0.608)	-226.9%
Total	0.036	(0.001)	

The top 5 services are the same as last month although there is an overall improvement of £0.058m.

Car Parks Variance £0.332m [November Variance £0.339m]: -

The majority of the predicted £0.333m overspend is due to a drop in usage and consequently a loss of income of £0.280m. The service is monitoring closely the December figures and will report in February.

Waste & Recycling variance £0.459m [November variance £0.380m (adjusted to be comparable)]: -

The service is predicting additional income from garden waste and savings on vehicle maintenance and mileage but still expecting an overspend of £0.459m. The majority of this overspend is due to using more agency staff to cover staffing shortages – largely long term sickness which the service is working with Human Resources on how to improve and increased recycling costs.

Leisure Variance £0.209m [November Variance £0.209m]: -

Higher costs for utilities and housing maintenance continue to put pressure on the service budgets but these overspends are at a stable level and not expected to increase significantly over the final quarter.

Interest Variance (£0.393m) [November Variance (£0.339m)]: -

Due to increased interest rates the council is anticipating higher than expected income of (£0.393m).

Planning & Development Variance (£0.485m) [November Variance (£0.345m)]: -

Planning and Development are presently forecasting a (£0.485m) underspend from generating additional income in Development Management.

For further details of forecast variances please see appendix 2

Policy Contingency Variance (£0.332m) [November Variance (£0.332m)]

A release of inflation contingency of (£0.332m) will partially mitigate some of the inflationary costs the council is experiencing.

Table 5 - Earmarked Reserves and General Balances at December 2022

The table below is a summary of the level of reserves the council holds.

Reserves	Balance 1 April 2022	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed December 2022	Forecast Balance 31 March 2023
	£m	£m	£m	£m	£m
General Balance	(5.950)	(0.500)	0.000	0.000	(6.450)
Earmarked	(23.691)	2.262	(0.678)	(0.048)	(22.155)
Ringfenced Grant	(16.215)	11.205	1.141	0.000	(3.869)
Subtotal Revenue	(45.856)	12.967	0.463	(0.048)	(32.474)
Capital	(8.049)	0.000	0.000	0.000	(8.049)
Total	(53.905)	12.967	0.463	(0.048)	(40.523)

For further detail on the reserves please see Appendix 5.

4.2 Capital

An underspend of (£9.036m) is currently forecast, of which £7.555m is to be reprofiled in future years. This represents an overall decrease in the total cost of schemes of (£1.481m) due to a number of schemes no longer going ahead.

Table 6 - Capital Spend 2022/2023

Directorate	Budget £m	Outturn 2022/23 £m	Re-profiled beyond 2022/23 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	4.445	2.826	1.617	(0.002)	(0.002)
Resources	15.416	8.753	5.167	(1.495)	(1.517)
Communities	5.241	4.486	0.771	0.016	0.016
Total	25.102	16.065	7.555	(1.481)	(1.503)

Table 7 – How the Capital Programme is financed

Financing	22/23 Budget	Future Years
Borrowing	17.007	9.312
Reserves	1.200	0
External Financing - Capital Grants and S106	6.895	0
	25.102	9.312

Table 8 – Total Capital Project Forecast

There is a total capital project forecast for the council of £32.883m resulting in an underspend of (£1.497m).

Directorate	Budget £m	Total Outturn 2022/23 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	5.165	5.163	(0.002)	(0.002)
Resources	15.383	13.871	(1.511)	(1.532)
Communities	13.833	13.849	0.016	0.016
Total	34.381	32.883	(1.497)	(1.518)

For further detail please view appendix 1 Finance Capital December 2022.

Table 9 - Top Five in Year Capital Variances: -

Code	Assistant Director	Top 5 In-Year Variances	Budget Total £'000	Reprofile to 23/24 £'000
40131	Nicola Riley	S106 Capital Costs	1,744	1,310
40239	Andrew Low	Bicester East Community Centre	1,450	1,250
40262	Andrew Low/Nicola Riley	Affordable Housing	1,200	1,100
40144	Andrew Low	Castle Quay	3,257	1,052
40028	Ed Potter	Vehicle Replacement Programme	1,166	566
			8,817	5,278

The top five variances remain the same as last month however a further £0.750m has been reprofiled into 2023/24, further details below.

S106 Capital : -

Of the 16 projects being funded through S106, 10 totalling £1.310m will now be delivered in 2023/24. We expect the remaining six projects totalling £0.434m to still be delivered in 2022/23.

Bicester East Community Centre: -

We are expecting tender submissions back in February 2023 and to start on site in Q1 23/24. The project is expected to take up to a year, therefore there will be a £1.25m slippage.

Affordable Housing: -

We have engaged design professionals to prepare the specification of works which are required to effect both the repair to the roof and the reinstatement of the living accommodation, which has been affected by the invasive investigative works which we have undertaken. It is anticipated we will be in a position to start the tender process in February 2023 with the aim being to complete the required works within the next 12 – 18 months.

Castle Quay: -

A number of Capital Projects are being reviewed to ensure they meet the strategic direction for Castle Quay and remain relevant to meet the challenges of the changing retail market. This has resulted in reprofiling a number of projects that will be delivered in 2023/2024.

Vehicle Replacement Programme: -

£0.566m is required to be slipped in to 2023/24 due to supply chain issues and availability of electric vehicles.

4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that the contents of the report are noted.

5.0 Consultation

5.1 None

6.0 Alternative Options and Reasons for Rejection

6.1 The report sets out CDC's revenue and capital outturn position for 2021/22. No alternative options have been considered.

7.0 Implications

Financial and Resource Implications – Mandatory paragraph

7.1 There are no direct financial considerations as a result of this report.

Comments checked by:

Michael Furness, Assistant Director of Finance, 01295 221845,
michael.furness@cherwell-dc.gov.uk

Legal Implications – Mandatory paragraph

7.2 There are no legal implications arising directly as a result of this report.

Comments checked by:

Shiraz Sheikh, Assistant Director Law & Governance, 01295 221651

shiraz.sheikh@cherwell-dc.gov.uk

Risk Implications - Mandatory paragraph

7.3 There are no risk implications arising directly as a result of this report. Any risks will be managed as part of the operational risk register and escalated as and when necessary to the Leadership Risk Register.

Comments checked by:

Shona Ware, Assistant Director – Customer Focus, 01295 221652

shona.ware@cherwell-dc.gov.uk

Equalities and Inclusion Implications

7.4 There are no equalities implications arising directly as a result of this report. Any service or policy review required to support any reprofiled spend will have an accompanying Equalities Impact Assessment as needed.

Comments checked by:

Shona Ware, Assistant Director – Customer Focus, 01295 221652

shona.ware@cherwell-dc.gov.uk

Sustainability Implications

7.5 There are no direct sustainability implications as a result of this report.

Comments checked by:

Jo Miskin, Climate Action Manager, Environmental Services, 01295 221748,

Jo.Miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision: N/A

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Nell, Portfolio Holder for Finance

Document Information

Appendix number and title

- Appendix 1 – Finance Capital Forecast December 2022
- Appendix 2 – Revenue Forecast Detailed Narrative December 2022
- Appendix 3 – Virements and Aged Debt December 2022
- Appendix 4 – Funding December 2022
- Appendix 5 – Use of Reserves and Grant Funding December 2022

Report Author and contact details

Leanne Lock - Strategic Finance Business Partner

Leanne.lock@cherwell-dc.gov.uk

01295 227098

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CHERWELL CAPITAL EXPENDITURE 2022-23

CODE	ASSISTANT DIRECTOR/RES POSSIBLE OFFICER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	PO COMMITMENTS	Outturn	RE-PROFILED BEYOND 2022/23	Current month Variances £000	Prior month Variances £000	OUTTURN NARRATIVE
40083	Nicola Riley	Disabled Facilities Grants	1,811	1,247	4	1,811	0	-	-	This budget comprises £1.239m Better Care Fund allocation, £0.375m CDC base budget and £0.196m reprofiled from 2021/2022. Projected spend has been increased from £1.700m to £1.811m to reflect increasing demand and persistent inflation of construction costs. No carry forward into 2023/2024 anticipated.
40160	Nicola Riley	Housing Services - capital	190	(733)	0	190	0	-	-	The YTD Actual includes (£0.761m) accrual for a grant payable to Heylo for x18 affordable housing units. The budget allocation is unspent Growth Deal funding reprofiled from 2021/2022 due to delays on some development sites and other sites not being due for completion until 2022/2023. Full spend anticipated in 2022/2023 however, this will depend on the progress made on sites and some units may not complete until 2023/2024.
40084	Nicola Riley	Discretionary Grants Domestic Properties	253	105	1	145	108	-	-	This budget comprises £0.150m core funding and £0.103m reprofiled from 2021/2022. Projected spend for 2022/2023 has been increased from £0.120m to £0.145m in anticipation of high demand for heating-related grants during the winter months. Anticipated carry-forward into 2023/2024 has therefore been reduced from £0.133m to £0.108m.
40010	Nicola Riley	North Oxfordshire Academy Astroturf	183	0	0	50	133	-	-	The delivery of a new Astroturf pitch at North Oxfordshire Academy has been complicated by issues arising from securing appropriate and timely developer contributions. Officers are working closely with colleagues in planning to finalise the position and determine the most appropriate course of action and funding. Meetings took place with United Learning Trust on 11th July and 3rd August to move project forward. Formal presentation to the United Learning Trust as to CDC's intention to move forward. Appointed External Consultant to support with initial scope of works up to a point where a decision on planning permission is made and a detailed specification for the tendering of the works is ready to be advertised.
40019	Nicola Riley	Bicester Leisure Centre Extension	79	0	0	56	23	-	-	Detailed feasibility work now starting on the development of a learner pool in Bicester including environmental impact assessment. Appointment of FMG to support with next stage of feasibility studies. Seeking to undertake measured surveys and have detailed drawings by January/February 2023.
40131	Nicola Riley	S106 Capital Costs	1,744	45	42	434	1,310	-	-	16 projects in total funded by S106 of which 10 projects totalling £1.310m will now be delivered in 2023/24. The remaining 6 projects totalling £0.434m are still due to be delivered in 2022/23.
40181	Nicola Riley	Sunshine Centre (new extension to the front of the site)	0	(2)	0	(2)	0	(2)	(2)	Project completed in 2021/2022.
40251	Nicola Riley	Longford Park Art	45	0	0	2	43	0	0	There is a hold on any Public Art delivery on Longford at the moment due to developers refusing artists permission to carry out installation of art until the country park is approved complete and been handed over to the Council.
40261	Nicola Riley	Replacement Pool Covers at Woodgreen Open Air Pool	40	0	40	40	0	0	0	Quotations received for works and now entering into case study review/evaluation. Contractor now appointed - Site Survey to take place early January. Works to commence and complete February/March 2023.
Wellbeing & Community			4,345	663	87	2,726	1,617	(2)	(2)	
40208	Claire Cox	Project Manager for HR/Payroll system	100	3	96	100	0	0	0	£0.100m required for HR system improvements, project expected to conclude end Q4 2022/2023.
HR & OD			100	3	96	100	0	0	0	
Chief Executive			4,445	666	184	2,826	1,617	(2)	(2)	
40139	Andrew Low	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	100	(4)	6	(4)	100	(4)	0	£0.100m reprofiled from 2021/2022. Tenders now complete and currently engaging with the tenants. This needs to be reprofiled - tender withdrawn. New tender package is going out to suppliers in Jan 2023 for commencement in April 23.
40081	Andrew Low	Bicester Town Centre Redevelopment	0	16	0	16	0	16	15	These cost are in connection with the solicitors advising on the latent defect in connection with the failing paintwork on the Sainsburys unit.
40141	Andrew Low	Castle Quay Waterfront	2,111	964	4	1,611	500	0	0	Budget reprofiled from 2021/2022 as a result of delays to completion of Main Contract works for Castle Quay Waterfront following supply chain challenges. This has resulted in a knock on effect and re-profiling the budget.
40144	Andrew Low	Castle Quay	3,257	91	6	2,205	1,052	0	0	A number of Capital Projects are being reviewed to ensure they meet the strategic direction for Castle Quay and remain relevant to meet the challenges of the changing retail market. This has resulted in reprofiling a number of projects that will be delivered in 2023/2024.
40162	Andrew Low	Housing & IT Asset System joint CDC/OCC	8	(18)	0	2	6	0	0	£0.100m allocated project budget of which £0.048m has been reprofiled from 2021/2022. Initial set up cost of £0.052m with £0.002m cost per annum for hosting and software support costs for 3 years (2022/2023 to 2024/2025).
40167	Andrew Low	Horsefair, Banbury	55	0	0	0	55	0	0	The works design is now completed, pending tender. Tender going out Feb 23 for delivery in April 23.
40191	Andrew Low	Bodicote House Fire Compliance Works	141	(8)	15	7	134	(0)	0	Works are ready to be tendered, due to Bodicote House review we are re-evaluating whether the works are now required.
40197	Andrew Low	Corporate Asbestos Surveys	50	1	0	0	20	(30)	0	Review of the work has been carried out and costs have been reassessed so £0.030m no longer needed.
40201	Andrew Low	Works From Compliance Surveys	122	23	0	23	99	(0)	0	Review of the work has been carried out as we progress into the final phase. Design of works now planned for Q1 23/24.
40203	Andrew Low	CDC Feasibility of utilisation of proper Space	100	0	0	50	50	0	0	This amount has been set aside to consider the future office space of the Council. Awaiting development of agile working policy to determine the council's space requirement needs moving forward.
40219	Andrew Low	Community Centre - Works	130	59	20	105	25	0	0	Works to commence in Q4 with anticipated completion in Q1 23/24.
40239	Andrew Low	Bicester East Community Centre	1,450	26	0	200	1,250	0	0	Work is out to tender with return Feb 2023 with an expected start date on site Q1 23/24. £1.25 m slippage because this is 9-12 month project.
40240	Andrew Low	Bicester Dovecote	27	3	(24)	3	0	(24)	(24)	Works complete - no more spend expected.
40241	Andrew Low	Thorpe Place Roof Works	35	0	0	35	0	0	0	£0.035m reprofiled from 2021/2022. Currently scoping the works which will be complete by March 2023.
40242	Andrew Low	H&S Works to Banbury Shopping Arcade	127	0	0	127	0	0	0	£0.127m reprofiled from 2021/2022. Currently scoping the works which will be completed by March 2023.
40246	Andrew Low	Banbury Museum Pedestrian Bridge	77	73	0	74	3	0	0	£0.077m reprofiled from 2021/2022. Works are complete - retention of £3,177 due to be released in Oct 2023.
40249	Andrew Low	Retained Land	286	8	81	166	120	0	0	£0.156m reprofiled from 2021/2022. 2 year scheme - £0.170m in yr1 and £130k in yr 2. Retained land surveys now instructed for delivery. Once surveys are completed a works plan will be created. There is a possibility that works may be completed in year but due to PSDS project, some projects have been delayed. Progress will be reviewed monthly and changed if progress is better than expected. Full spend anticipated by Q2 2023/24.
40225	Andrew Low	Drayton Pavilion - Decarbonisation Works	86	0	0	0	0	(86)	(86)	£0.086m reprofiled from 2021/2022. PSDS Project, Scheme Withdrawn. - In principal, the PSDS works should be treated as one budget and despite some schemes appearing to have overspent, overall there is expected to be an underspend which will require repayment to Salix.
40229	Andrew Low	Stratfield Brake Sports Ground - Decarbonisation Works	159	0	0	0	0	(159)	(159)	£0.159m reprofiled from 2021/2022. PSDS Project, Scheme Withdrawn. - In principal, the PSDS works should be treated as one budget and despite some schemes appearing to have overspent, overall there is expected to be an underspend which will require repayment to Salix.
40226	Andrew Low	Thorpe Lane Depot - Decarbonisation Works	250	131	1	143	0	(107)	(107)	PSDS Project - Project completed. In retention.
40227	Andrew Low	Banbury Museum - Decarbonisation Works	264	335	85	420	0	156	96	PSDS Project - Works at practical completion at 95% pending commissioning of plant.
40228	Andrew Low	Franklins House - Decarbonisation Works	0	77	4	81	0	81	81	PSDS Project - Project completed. In retention.

40230	Andrew Low	Whitelands - Decarbonisation Works	0	81	0	91	0	91	91	PSDS Project - Project completed. In retention
40231	Andrew Low	Bicester Leisure Centre - Decarbonisation Works	604	693	0	729	0	125	125	PSDS Project - Works at practical completion at 97.5% pending commissioning of plant.
40232	Andrew Low	Kidlington Leisure Centre - Decarbonisation Works	675	324	0	348	0	(327)	(327)	PSDS Project - Works at practical completion at 95% pending commissioning of plant and works by district networks operator. £200k for additional project costs to accommodate new electrical mains as per cost centre 40263
40233	Andrew Low	Spiceball Leisure Centre - Decarbonisation Works	991	733	0	780	0	(211)	(211)	PSDS Project - Works at practical completion at 97.5% pending commissioning of plant.
40234	Andrew Low	Woodgreen Leisure Centre - Decarbonisation Works	692	338	0	336	0	(356)	(356)	PSDS Project - Works at practical completion at 97.5% pending commissioning of plant.
40252	Andrew Low	Expiring Energy Performance Certificates plus Associated works	96	0	0	96	0	0	0	Scopes received - expected instruction in Jan 2023
40253	Andrew Low	Energy Performance Certificates Govt Implementation of target B - Strategic Plan	60	0	0	60	0	0	0	Scopes received - expected instruction in Jan 2023
40254	Andrew Low	Thorpe Lane Depot - Renewal of Electrical Incoming Main	270	85	0	270	0	0	0	Works are currently designed pending tender of the Electric Vehicle infrastructure. Works to be coordinated with the District Network Operator (Western Power) to install the new sub station, who are engaged. Waiting for dates from the DNO.
40255	Andrew Low	Installation of Photovoltaic at CDC Property	79	(0)	(14)	0	79	0	0	This will now take place along with the new capital works planned for 23/24
40121	Andrew Low	Bicester Library (phase 1b)	645	2	(11)	10	0	(635)	(635)	Capital project no longer required.
40263	Andrew Low	Kidlington Leisure New Electrical Main	200	167	0	167	33	0	0	Project to install new electrical main for kidlington leisure centre by Scottish and Southern Electricity. Expected to start Q1 23/24 so balance expected to be spent during this period.
40111	Andrew Low	Admiral Holland Redevelopment Project (phase 1b)	61	0	0	61	0	-	-	With construction formally completed end of September 2020 there is the need to budget for retention – the retention is £0.061m.
40118	Andrew Low	Creampot Crescent Cropredy (phase 1b)	(10)	(215)	0	(10)	0	-	-	Retention payment now paid.
40177	Andrew Low	Bulmarsh Close (Phase 2)	17	12	0	12	0	(5)	-	Retention payment now paid.
40213	Andrew Low	Build Team Essential Repairs & Improvements	149	33	22	55	94	(0)	-	Work is currently underway and it is likely that all capital expenditure will take place during financial year 2023/24. Need to combine this with the Affordable Housing capital budget.
40224	Andrew Low	Fairway Flats Refurbishment	362	0	7	0	362	-	-	Instructing the consultants mid Nov to progress the design ready for tendering
40262	Andrew Low/Nicol	Affordable Housing	1,200	0	18	100	1,100	-	-	We have engaged design professionals to prepare the specification of works which are required to effect both the repair to the roof and the reinstatement of the living accommodation, which has been affected by the invasive investigative works which we have undertaken. It is anticipated we will be in a position to start the tender process in February 2023 with the aim being to complete the required works within the next 12 – 18 months.
Property			14,926	4,028	221	8,368	5,082	(1,475)	(1,497)	
40256	Michael Furness	Processing Card Payments & Direct Debits	20	0	0	20	0	0	0	Project to be completed by March 2023.
Finance			20	-	-	20	0	-	-	
40056	Paul Nicol	5 Year Rolling HW / SW Replacement Prog	50	45	0	50	0	0	0	Budget required for hardware refresh, delayed due to Co-Vid and council wide remote working. Project underway and on-track to complete early Q4 2022/2023
40212	Paul Nicol	Procurement of Joint Performance system	20	0	0	0	0	(20)	(20)	Celia has confirmed budget not required post decoupling from OCC. Can be handed back.
40237	Paul Nicol	Council Website & Digital Service	162	29	2	77	85	0	0	2nd stage of project expected to conclude Q4 2022/2023. Further stages of work expected in 2023/2024, delayed from current stage due to other council priorities.
40238	Paul Nicol	IT Shared Services	238	(18)	0	238	0	0	0	The Digital Futures programme is in the process of being established and work is underway to explore areas of improvement to reduce the demand on services and provide proactive services to our citizens.
ICT			470	55	2	365	85	(20)	(20)	
Resources			15,416	4,083	222	8,753	5,167	(1,495)	(1,517)	
40062	Robert Jolley	East West Railways	118	0	0	138	0	20	20	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. In partnership with England's Economic Heartland, Cherwell will be contributing towards fibre connectivity 2022/2023.
Growth & Economy			118	0	-	138	-	20	20	
40015	Ed Potter	Car Park Refurbishments	74	0	28	74	0	-	-	This project relates to introduction of pay on exits sites across the district, Claremont in Bicester now identified. Commitment expected in early part of quarter 4 for bay relining. Upgrading of pay machines from 3G to 4G/5G is expected to use the remainder of the budget. Anticipating full spend in 2022/23.
40026	Ed Potter	Off Road Parking	18	0	0	0	18	-	-	£0.018m is required to be slipped in to 2023/24 this is due to resources required for organisation of new management contract. This project relates to LED lighting at various sites.
40028	Ed Potter	Vehicle Replacement Programme	1,166	505	177	600	566	0	0	£0.566m is required to be slipped in to 2023/24 due to supply chain issues and availability of electric vehicles
40031	Ed Potter	Urban City Electricity Installations	15	9	0	11	0	(4)	(4)	Further commitment expected in early part of quarter 4, no slippage required.
40186	Ed Potter	Commercial Waste Containers	25	0	0	25	0	-	-	The business waste service is continuing to grow with 8-10 new customers per month. Each new customer requires a set of bins (recycling & residual). Depending on the size of the customer, often this funds 660 & 1100 litre bins. This capital scheme aim is to provide new bins for new customers (typically the income from a new customer after costs (collection & disposal costs) will fund the capital cost in 12-18 months.
40187	Ed Potter	On Street Recycling Bins	18	0	0	0	18	-	-	£0.018m required to be slipped in to 2023/24 due to negotiations with external clients needed for their requirements.
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	158	93	72	158	0	-	-	Full spend anticipated in 2022/23.
40216	Ed Potter	Street Scene Furniture and Fencing project	36	0	0	12	24	0	0	Ongoing issues with lease and land ownership. Optimistic will be resolved and commitment and work carried out in late 2022/23. Additional work required at other sites, £0.024m is required to be slipped in to 2023/24 due to timescales needed to carry out projects.
40217	Ed Potter	Car Parking Action Plan Delivery	175	60	54	175	0	-	-	Anticipating full spend in 2022/23.
40218	Ed Potter	Depot Fuel System Renewal	35	0	0	0	35	-	-	£0.035m slippage required in to 2023/24 once more information on new Bicester Depot site obtained.
40220	Ed Potter	Horsefair Public Conveniences	0	(10)	0	0	0	-	-	Outstanding invoices due for 2021/22.
40222	Ed Potter	Burnehyll- Bicester Country Park	220	46	11	120	100	0	0	Further commitments expected in early part of quarter 4. £0.100m slippage is required in to 2023/24.
40248	Ed Potter	Solar Panels at Castle Quay	53	0	0	53	0	-	-	Anticipating full spend in 2022/23 but dependant on recruitment to Climate Action Manager post, in post early December 2022.
40235	Ed Potter	Chargeable Garden & Food Waste	0	(11)	0	0	0	-	-	Outstanding invoices due for 2021/22.
40257	Ed Potter	Additional Commercial Waste Containers	10	0	0	10	0	-	-	Anticipating full spend in 2022/23.
40258	Ed Potter	Kidlington Public Convenience Refurbishment	90	0	0	90	0	-	-	Anticipating full spend in 2022/23. Commitments expected in early part of quarter 4.

40259	Ed Potter	Market Equipment Replacement	15	0	0	5	10	-	-	Quotes currently being obtained, commitments expected in quarter 3. £0.010m slippage required in to 2023/24.
40260	Ed Potter	Land for New Bicester Depot	3,000	2	0	3,000	0	-	-	Potential for slippage in to 2023/24 and 2024/25. Due to exchange contracts in early 2023.
Environmental			5,108	695	341	4,333	771	(4)	(4)	
40245	Richard Webb	Enable Agile Working	15	0	0	15	0	-	-	Full spend expected in 2022/2023
Regulatory			15	0	0	15	0	0	0	
Communities			5,241	695	341	4,486	771	16	16	
Capital Total			25,102	5,444	746	16,065	7,555	(1,481)	(1,503)	

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Appendix 2 - Report Details – Additional Revenue narrative

Chief Executive

Chief Executives are forecasting an overspend of £0.320m against a budget of £6.970m (4.6%).

HR & OD	HR are forecasting to remain in budget at present.
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£0.000m Variance

Variance to
November's forecast
£0.000m

Wellbeing Community	& Higher costs for utilities and housing maintenance continue to put pressure on the service budgets but these overspends are at a stable level and not expected to increase significantly over the final quarter.
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Variation
£0.160m
Overspend

Variation to
November's Forecast
£0.000m

Customer Focus	Customer Focus has maintained last month's year-end position, which is an overspend of £0.160m. The majority of this overspend is down to the costs of establishing the support structure needed to become a standalone authority. As reported previously a further contributing factor is a reduction of land charges income.
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Variation
£0.160m overspend

Variation to
November's Forecast
£0.000m

Resources

Resources are reporting an overspend of £0.281m against a budget of £5.172m (5.4%).

Finance	£0.086m overspend: Bank Charges has increased for the council due to increasing numbers of card payments being taken by the council and Bank Transfer payments being made by the council £0.068m. Decoupling costs linked to advertising costs for senior posts of £0.038m have been incurred. There are minor variations over the rest of the service as a whole (£0.020m).
Variation £0.086m Overspend	
Variation November's Forecast £0.000m	to
Legal & Democratic	Law and Governance are forecasting an overspend of £0.124m. There are small variances within Elections totalling £0.021m over budget and a further £0.037m has been incurred as a result of staff costs within Democratic Services because extra resources are now required. The remaining additional costs are due to the creation of a new Information Governance position which has enabled the organisation to be proactive in how it deals with information requests, meets legislation and reduces the admin burden across the Council.
Variation £0.124m overspend	
Variation November's Forecast £0.014m	to
ICT	IT are forecasting an overspend of £0.164m. The projected overspend within IT is made up of £0.048m under recovery of income attributable to the decoupling of the IT service and £0.055m costs incurred due to establishing a stand-alone IT service and a new Digital Strategy for Cherwell. A further £0.047m is attributable to increased supplier costs and £0.014m minor overspends.
Variation £0.164m overspend	
Variation November's forecast (£0.050m)	to
Property	Property are forecasting an underspend of (£0.093m). This is a result of (£0.213m) of additional rent which is predicted as being achieved ahead of forecast, despite tricky economic conditions, and we are predicting spending (£0.185m) less on external professional services than anticipated during the year. However, this is offset by an overspend of £0.089m on utilities due to rising energy prices, £0.143m on staff costs (partly as a result of interim staff being required due to decoupling) and £0.073m increased costs which are largely operational (repairs, maintenance, security and rates).
Variation (£0.093m) underspend	
Variation November's forecast £0.066m	to

Communities

Communities are forecasting an overspend of £0.265m against a budget of £9.216m, (2.9%).

Planning & Development	& Planning & Development are presently forecasting a (£0.485m) underspend from generating additional income in Development Management, which reflects the level of business they are currently and effectively dealing with.
Variation (£0.485m) underspend	
Variance to November's forecast (£0.140m)	

Growth & Economy	The Growth and Economy department is forecasting, for December 2022, an overall underspend of (£0.010m) for the year - which is the same as was forecast last month.
Variation (£0.010) underspend	The Bicester Garden Town Programme continues to progress with capacity funding being utilised to initiate and develop key projects such as the Market Square regeneration and the Reimagining Bicester town centre workstreams.
Variance to November's forecast (£0.000m)	

Environmental	The forecast variance for Environmental Services for December is £0.760m .
Variation £0.760m Overspend	This is largely due to the continued pressure within Car Parks of £0.333m . There is a £0.280m reduction anticipated in car park income largely due to reduced demand. Other variances across the service totalling £0.053m are due to an increase in premises and contractor costs.
Variance to November's forecast £0.028m	The forecasted pressure of £0.459m within Waste and Recycling is as a result of multiple factors, but predominantly due to a pressure of £0.383m in employee costs due to increased use of agency staff for backfilling vacant posts and several long-term sick, we are working closely with HR to mitigate. In addition, an increase of £0.112m in fuel costs is partly offset by a reduced spend on vehicle maintenance and mileage, and an increase of £0.126m on gate fees for glass recycling & food waste due to a higher rate per tonne than budgeted and previously forecasted.

However additional income of (£0.322m) due to the higher than anticipated take up of garden waste subscriptions offsets under recovery on credits, sale of materials, bulky waste collections and sale of trade sacks resulting in a net (£0.179m).

This forecast is made up of other minor variances across Waste and Recycling totalling £0.059m.

This forecast is made up of other minor variances across Environmental Services totalling (£0.032m).

Regulatory

Variation
£0.000m

Regulatory Services and Community Safety are forecasting a balanced outturn. The change in outturn forecast from the small overspend forecast last month is due to a small increase in expected licensing receipts and small changes to the forecast income from other work following a review of year to date income.

Variance to
November's forecast
(£0.020m)

Executive Matters

Executive Matters is forecasting an underspend of (£0.393m) against the budget of £0.034m, (-1155.9%).

Interest

Variation
(£0.393m) underspend

Due to increased interest rates the council is anticipating higher than expected income of (£0.393m).

Variance to
November's forecast
(£0.054m)

Policy Contingency

Policy Contingency is forecasting an underspend of (£0.332m) against a budget of £2.100m, (-15.8%).

Policy Contingency

Variation
(£0.332m) underspend

There is a currently projected release of (£0.332m) for inflation to partially mitigate some of the inflationary costs that the Council is experiencing.

Variance to
November's forecast

£0.000m

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Appendix 3 - Virement Summary

Virement Movement

This table shows the movement in Net Budget from November to December 2022.

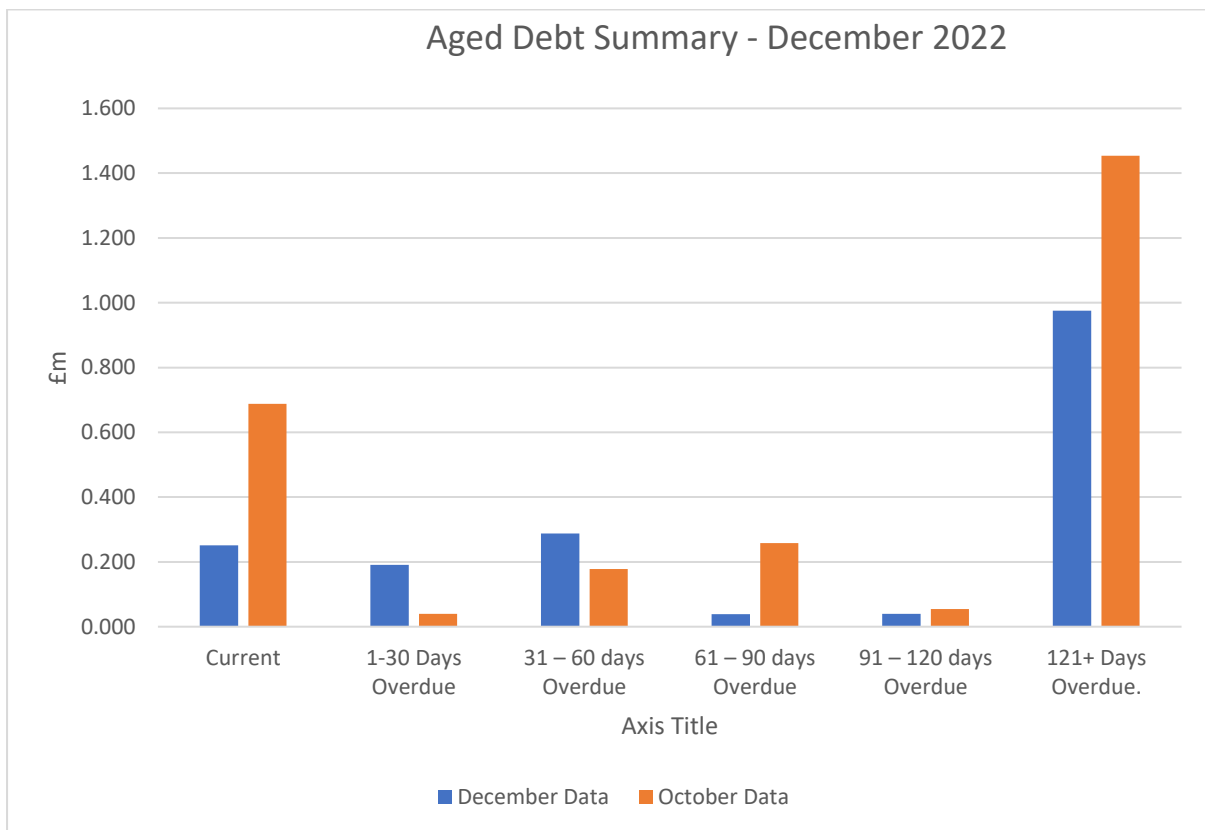
Virements - Movement in Net Budget	£m
Directorate Net Budget - November 2022	21.400
Directorate Net Budget - December 2022	21.358
Movement	(0.042)

Breakdown of Movements	£m
Allocations from/to Reserves	
Other Movement of service budget to Policy contingency due to reduced National Insurance costs	(£0.042)
Total	(£0.042)

Aged Debt Update

We are not proposing to write off any bad debts for Sundry Debts this month, debts are still being actively recovered wherever possible.

The chart below shows an updated Aged Debt position as at December.



Appendix 4 - Funding for 2022/23

Specific Funding

Dept.	Grant Name	Funding
		£
MHCLG	Council Rebate - Discretionary Element	235,800
MHCLG	New Burdens Funding for Council Tax Rebate	78,207
MHCLG	Domestic Abuse Grant	34,413
DWP	Discretionary Housing Payment	186,083
Home Office	Asylum Seekers	22,500
MHCLG	Test & Trace	41,469
BEIS	Heat Networks Delivery Grant	26,800
DEFRA	DEFRA Air Quality grant	5,150
DLUHC	Rough Sleeping Accommodation Programme	15,750
DLUHC	Homeless Prevention Grant	500,016
DLUHC	Re-opening high streets safely fund	37,008
DWP	DWP - new burdens funding	64,186
Health Education England	HEE mental health workshop	7,395
Home Office	Syrian Resettlement Scheme	167,143
Home Office	Afghan Refugee Accommodation Programme	247,975
DLUHC	Pavement licensing New Burdens	1,000
DLUHC	Elections New Burdens Funding	27,126
DWP	Housing Benefit Accuracy Award Grant	8,550
BEIS	New Burdens Funding	14,760
		1,721,331

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Appendix 5 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Chief Executives	Earmarked	Queens Jubilee	Return Unspent Jubilee Grant Monies to Projects Reserve	(0.023)
Communities	Earmarked	Country Parks	Not required this financial year	(0.025)
			Total Earmarked Reserves	(0.048)

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